



COVID-19 Disinfecting/Decontamination Procedures for Personnel, Unit and Facility

The department is taking proactive measures to keep all employees, the public and your work environment safe. Please use the following disinfecting and decontamination procedures in light of the COVID-19 pandemic.

The following personnel, unit and facility disinfecting protocols are effective immediately:

Personnel Disinfecting:

- Wash hands thoroughly and avoid all contact with your face
- Spray and wipe boots with OCSD recommended cleaning solutions; see below
- For uniforms and clothing, read and follow directions on labels of laundry or clothing items and detergent. In general, use normal laundry detergent according to washing machine instructions and dry thoroughly using the warmest temperature recommended on the clothing label

Unit Disinfecting: (To be conducted at beginning of shift, at end and during if needed)

- Park vehicle outside in a well-ventilated area
- Open all doors and windows while ensuring vehicle security
- Clean all driver and passenger areas in the vehicle
- Clean handles, steering wheel, seat belts, switches, buttons, MDC, keyboard, etc.
- Backseat/caged areas of vehicles shall be sprayed with recommended cleaning solutions; surfaces do not need to be wiped down after being treated and surfaces should be allowed to air dry for 10 minutes

Facility Disinfecting: (To be conducted at beginning of shift, at end and during if needed)

- Open doors and windows for ventilation while ensuring facility security
- All areas should be cleaned using OCSD recommended disinfectant cleaners and applied per the manufactures directions
- Emphasis should be placed on high traffic areas such as door handles, phones, buttons, light switches, etc.

Do not spray disinfectant cleaner directly onto electronics and avoid skin, eye or other contact. Spray the disinfectant cleaner directly onto a paper towel, cloth, sponge, etc. and follow the manufactures application recommendations. It may also be applied directly onto floors and other areas to be disinfected. In all cases, the manufacture recommends the treated area to remain wet for 10 minutes and allowed to air dry.

The DOC will be distributing spray bottles of disinfectant cleaner daily to pre-designated Division Liaisons to support operational needs.



Resource Requests

Below are the following steps to request any resource (items, PPE, people, transportation, etc.):

- Complete a ICS 213RR form (please be detailed in description of what is being requested)
- Make sure to include a good point of contact phone number, so when we have questions we can follow-up
- Email completed the completed 213RR to [REDACTED]

The DOC will review the request and notify the requestor of the resources they are able to provide and what they are unable to provide. For questions, please email [REDACTED]

Information for WAXIE disinfectant products:

WAXIE-910 and WAXIE-764



HOW

Diluted to spray bottle with mixing unit at facility.

WHERE

Food prep surfaces, mask/regulators and personal gear.

WHEN

Twice daily and after 'Low' exposure.



HOW

Diluted to spray bottle with mixing unit at facility.

WHERE

Work surfaces, non-porous items and personal gear.

WHEN

Twice daily and after 'Low' exposure.

Decontamination Requests

If the need arises for the decontamination of equipment, vehicles, or workspace, or a facility, the following protocol will be utilized:

- Notify your immediate supervisor
- The supervisor will make a request for decontamination
 - A-Side from 0600-1800 hours: Lt. Richard Nelson at [REDACTED]
 - B-Side from 0600-1800 hours: Lt. Bret Benson at [REDACTED]
 - Afterhours: Department Commander at 714-628-7170



- OC Health Hazmat Team will be dispatched to the decontamination location
- In the event an employee(s) are involved in a possible COVID-19 exposure, a Medical Aid report will be written and sent to [REDACTED]; the Return to Work Unit will also be copied on the report
- If there are no employee(s) involved, but the OC Health Hazmat Team is requested, an Information Report shall be written to document the incident

As a reminder, all department employees are **required** to notify their chain of command of any COVID-19 related exposure, possible exposure or incident.

